Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Dept of Technology SVC
P.O. Box 1810
Rancho Cordova,CA 95741-1810

If not submitted - Explain

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

 Date
 Expense Item
 Amount

 1) 03/01
 Lodging
 188.00

 2) 03/02
 Lodging
 188.00

2. Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)								
	Expense Rule	Exception	Response					
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes					
2)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes					

Approved by:

VAMESSA ROSE

Ref: TEA000423038 Page 1 Printed on 03/19/09

Travel & Expense Account Summary

Employee Name

PRADEEP AGARWAL

Expense Dates

03/01/09-03/03/09

Report Name

100/Agarwal-In State Trip/ThinkTank

Request Total \$

386.00

Direct Charge Total -

0.00

Travel Advances -

Net Due Employee =

= 386.00

Trip Totals	ento na los fabrancios carles de tida	Artigor Garage (CE) Tables to a
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Think Tank	386.00

NOTE: (d)=Direct Charge

DATE	Sun Mar 1	Mon Mar 2	Tue Mar 3				TOTAL
Lodging	188.00	188.00		:			376.00
Lunch			10.00				10.00
TOTALS \$	188.00	188.00	10.00				386.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Think Tank	03/01/09	Lodging	00.881	Corporate Card
Regular Travel	Think Tank	03/02/09	Lodging	188.00	Corporate Card
Regular Travel	Think Tank	03/03/09	Lunch	10.00	Cash

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Dept of Technology SVC P.O. Box 1810 Rancho Cordova, CA 95741-1810



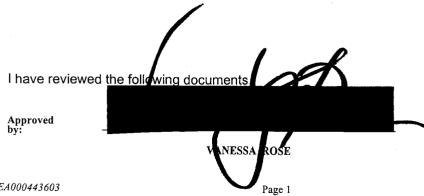
Employee Name AGARWAL, PRADEEP 03/05/09-03/30/09 Expense Dates **Total Expense Amount** 142.50 Amount Due Employee 142.50 Form ID TEA000443603

DIRECTIONS FOR SUBMISSION

Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/05	Parking, Auto	10.50	
2)	03/10	Parking, Auto	18.00	
3)	03/11	Parking, Auto	18.00	
4)	03/12	Parking, Auto	18.00	
5)	03/16	Parking, Auto	12.00	
6)	03/19	Parking, Auto	16.50	
7)	03/19	Parking, Auto	10.50	*
8)	03/26	Parking, Auto	13.50	

2. Forward Transmittal Sheet and attached documentation through your approval process.



Ref: TEA000443603

Printed on 05/28/09

Travel & Expense Account Summary

Employee Name

Expense Dates

Report Name

PRADÉEP AGARWAL

03/05/09-03/30/09

100/March 09/Parking Fees

Request Total \$

142.50

Direct Charge Total -

0.00

Travel Advances -

Net Due Employee =

0.00 **142.50**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Parking Fees	142.50

NOTE: (d)=Direct Charge

DATE	Thu Mar 5	Thu Mar 5	Tue Mar 10	Wed Mar 11	Thu Mar 12	Mon Mar 16	Mon Mar 16	Tue Mar 17	Tue Mar 17	TOTAL
Parking, Auto	1.75	10.50	18.00	18.00	18.00	1.75	12.00	2.00	7.50	142.50
TOTALS \$	1.75	10.50	18.00	18.00	18.00	1.75	12.00	2.00	7.50	142,50

DATE	Thu Mar 19	Thu Mar 19	Thu Mar 26	Thu Mar 26	Fri Mar 27	Mon Mar 30			TOTAL
Parking, Auto	16.50	10.50	13.50	9.00	1.75	1.75			142.50
TOTALS \$	16.50	10.50	13.50	9.00	1.75	1.75	1.	100	142.50

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Parking Fees	03/05/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/05/09	Parking, Auto	10.50	Cash
Non-Travel Expenses	Parking Fees	03/10/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/11/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/12/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/16/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/16/09	Parking, Auto	12.00	Cash
Non-Travel Expenses	Parking Fees	03/17/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking Fees	03/17/09	Parking, Auto	7.50	Cash
Non-Travel Expenses	Parking Fees	03/19/09	Parking, Auto	16.50	Cash
Non-Travel Expenses	Parking Fees	03/19/09	Parking, Auto	10.50	Cash
Non-Travel Expenses	Parking Fees	03/26/09	Parking, Auto	13.50	Cash
Non-Travel Expenses	Parking Fees	03/26/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	Parking Fees	03/27/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/30/09	Parking, Auto	1.75	Cash